



STATE OF ARKANSAS
Arkansas Insurance Department
Senior Health Insurance Information Program
SHIIP

INTERNSHIP INFORMATION

I. PURPOSE

The purpose of SHIIP Internship Program is to provide college students with an opportunity to gain valuable, real-world experience while working with State/Federal Government programs, Healthcare-related policy information, social-work related information or information related to a student's major. The program assists interns in learning about state government processes, developing writing skills, and improving verbal communication skills. The program provides interns with work experience in a professional environment; interns are not paid. Some interns may be able to arrange for college credit for their internship, depending upon the requirements of their college or university.

II. APPLICATION

An intern candidate will normally be a college student or recent graduate. The candidate should complete an **Internship Application** for the Arkansas Insurance Department and submit to the Intern Coordinator as indicated on the application.

The deadline for receipt of applications is:

Fall 2007	- <u>September 3 - November 30, 2007</u>	(Deadline August 30, 07)
Winter 2007	- <u>December 17, 07-January 11, 08</u>	(Deadline Nov. 30, 07)
Spring 2008	- <u>January 28 - April 25, 2008</u>	(Deadline Dec. 10, 07)
Summer 2008	- <u>May 27 - August 8, 2008</u>	(Deadline April 7, 08)

Please note that we make decisions on a rolling basis; thus, it is advisable to apply as soon as you know that you are interested in seeking an intern position. We can only accommodate a limited number of interns at any given time; if you wait until the deadline to apply there is no guarantee that an intern position will still be available.

III. SELECTION

The Selection Committee is made up of the Commissioner, Chief Deputy, SHIIP Director, and Intern Coordinator. Once you have submitted your complete packet they will be reviewed by the Committee. If there are multiple qualified applicants for an intern position an interview may also be scheduled. Applicants will be notified by telephone or by mail if an interview is required. At the conclusion of the process, applicants will be notified in writing of the decision of the Selection Committee. Successful applicants will be required to pass an Arkansas State Police Background Check prior to beginning their internship.

IV. PROCEDURE

Interns will ordinarily be assigned the SHIIP Office and work under the supervision of the Director and Intern Coordinator. The Intern Coordinator will be the overall point of contact for interns regarding applications, work schedules, and general program requirements.